

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 27, 2015

**Call to Order.**

The Allenstown Select Board Meeting for July 27, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jeff Gryval, Jason Tardiff and Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present: Denis Fowler, OTHC

Other Public Officials: Larry Anderson, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Kathleen Rogers, Town Clerk; and Paul Paquette, APD.

**Citizens Comments: N/A**

**Non-Public Session I in accordance with the provisions of RSA 91-A:3,II(a).**

Motion. Ms. Walker made a motion to go into non-public in accordance with the provisions of RSA 91-A:3,II(a) at 6:01pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 6:28pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous non-public minutes because it may adversely affect a person other than a member of the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Meet with Michael Lafratta to discuss Tax Deeding**

Mr. Lafratta stated he is here to see if he can make payments on the tax due. Mr. Mulholland stated they tax deeded 14 Woodlawn Drive. He stated lien notices were sent to the property owner according to the statutes. He stated Mr. Lafratta has come before the Board before. He stated Mr. Lafratta has had previous payment plans which he didn't comply with. He stated he had suggested the Board contact those they were going to tax deed and give them a chance to come before the Board. He stated he called the phone number given to him and left a message with Mr. Lafratta's daughter which he didn't return. He stated the property has since been tax deeded, eviction notice sent and notice of sale was sent.

Mr. Lafratta stated he would like to propose a payment plan as he has recently received a raise in pay.

The Chair asked Mr. Mulholland what their options are at this point. Mr. Mulholland stated the options are limited once the property has been tax deeded. He stated the options would be for Mr. Lafratta to try to get a loan with a lending institution or a reverse mortgage to try to reclaim his property. He stated he explained to Mr. Lafratta has thirty days to try to reclaim the property.

The Chair asked Mr. Mulholland if as a Board there is anything they can really do. Mr. Mulholland stated not really at this point because the property is already tax deeded. Mr. Lafratta has a right to repurchase his property for the amount of taxes and fees which are due.

Mr. Fowler suggested Mr. Lafratta try to contact the Community Loan Fund in Concord. The Chair asked Mr. Fowler to get the contact information to Mr. Lafratta.

### **Hiring of Police Officer**

Chief Paquette stated they have a candidate, Luis Moreta he is proposing to be appointed as a police officer. He stated there has been nothing but good things to say about him. The Chair

stated he was on the oral board for the candidate and he thinks he will be a great addition, is very intelligent, and very forthcoming.

Motion. Mr. Tardiff made a motion to hire Luis Moreta as a full-time Allenstown Police Officer effective date July 27, 2015 with a pay rate of \$19.68. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Discuss police department purchase orders.**

The Chair stated there were three purchase orders; tasers, camera system, and generator. Mr. Mulholland asked if they would sign the purchase order for the cruiser. Mr. Tardiff asked what happen and why it took so long to get it to us. Chief Paquette stated there is a memo on it which he doesn't have with him. He stated there were things such as the guy being on vacation, the vehicle coming in the wrong color, the lettering was wrong. He stated it will be replacing the detective's car. He stated it will be used for a detective and unmarked vehicle.

The Chair asked how many SUVs they will have now. Chief Paquette stated they will have three SUVs now. The Chair asked if they will still have one Crown Victoria on the road as a marked car. Chief Paquette stated they will have one SUV, Ford Taurus, Tahoe, and Crown Victoria all marked.

The Chair stated there are the tasers, camera systems, and the generator purchase orders.

Chief Paquette stated they will be replacing the camera system they have now. He stated he replaced two cameras last year and they are much better. He stated it will cover the entire facility.

The Chair asked why they need a new generator. Chief Paquette stated the generator they have now is ten years old and went down twice during use. He stated the money is in the budget now whereas they may not have it in the future.

Chief Paquette stated the tasers are breaking down and they are not fixing them anymore. He stated there is a five year contract and at the end of five years they will replace the tasers for free.

The Chair asked what direction the Board wishes to give Chief Paquette.

Mr. Tardiff asked where the package was they needed fixed for the School Resource Officer. Chief Paquette stated it is in his desk. Mr. Tardiff stated he thought it was supposed to go to Mr. Mulholland to make sure it was all set. Chief Paquette stated he will bring it up to Mr. Mulholland. Mr. Tardiff stated he doesn't want to do anything until they see the SRO package.

Mr. Tardiff asked if the generator is not big enough or is it tiring out. He stated with it being there for ten years he would have figured someone would have figured out it wasn't big enough. Mr. Mulholland stated the way its design it meets the capacity and doesn't have anything extra. He stated it is certainly degrading as it is ten years old. Mr. Tardiff asked Chief Paquette to get additional information on this.

The Chair stated the purchase order for the cruiser has been signed off on.

The Chair suggested they at least do the cameras and tasers and have Chief Paquette get back to them on the generator.

**Approve Sale of Tax Deeded property, mobile home located at 1 Pinecrest Cir.**

Mr. Mulholland stated they have a tax deed for 1 Pinecrest Circle. He stated the former owner signed a 90-day waiver. He stated there is a transfer deed for the agreement they signed with the Old Town Homeowners Co-op. He stated they made the payment tonight for it and are requesting the Board authorize the sale of the land.

Motion. Mr. Gryval made a motion to sell the mobile home at 1 Pinecrest Circle to the Olde Homeowners Town Co-op in accordance with the agreement that we have with them. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Discuss filling Deputy Town Clerk/Tax Collector position.**

Ms. Rogers stated she is very anxious to begin advertising for the position. She stated she sent the Board some paperwork earlier of the tasks the Deputy Town Clerk would do.

Mr. Tardiff asked what happened to the guy they were hiring on Wednesdays and Thursdays. Ms. Rogers stated she thought we had hired him when he came in and filled out what she thought was the appropriate paperwork however he filled out paperwork for emergency help.

Mr. Tardiff asked what she meant by emergency help. Ms. Rogers stated there is a network between the town clerks where they can ask someone to come in on a day by day basis. Mr.

Tardiff stated there was a huge miscommunication because the Board directed her to get all the information together and the hiring package together so they could get someone in there. Ms. Rogers stated he did come in and they thought he had completed the paperwork.

Ms. Rogers stated he came in a couple weeks before she left for vacation and the only thing they were waiting on was the background check which she wasn't sure he needed to do since he was a town clerk for other towns.

Mr. Tardiff asked if Mrs. Baird was usually the one to ask about the hiring process. Ms. Rogers stated she does all the paperwork. She stated the candidate had come in and filled out paperwork with Mrs. Baird and came back later in the day to fill more forms. Mr. Tardiff asked if all the documents go to Mr. Mulholland. Ms. Rogers stated she didn't know it went to Mr. Mulholland and she had always given it to Mrs. Baird.

Mr. Tardiff asked Ms. Rogers if she intended to get all the information together and give it to Mr. Mulholland so they could get things going. Ms. Roger stated she doesn't remember being told in the meeting to bring it all directly to Mr. Mulholland. There was further discussion of the procedure to get the hiring process going.

The Chair asked Mr. Mulholland if he is aware of what paperwork is missing. Mr. Mulholland stated he does not have any paperwork. He stated they have a hiring policy which is quite clear and he has yet to see any paperwork other than the payroll change order form which was put in last Thursday.

The Chair asked what the options they have as to how they can bring someone in, hiring someone, or consolidating some of the work. Mr. Mulholland stated they had an initial conversation where he suggested using Mrs. Baird to work the desk and it was a month and a half ago but he hasn't heard anything from Ms. Rogers regarding it. Ms. Rogers stated the conversation stated if she didn't hire Mrs. Baird as the Deputy Mrs. Baird would lose her hours.

The Chair stated he would like to see options for replacing the Deputy Town Clerk. He stated he saw Ms. Rogers' email but has not had time to read it yet. Ms. Rogers explained the need to hire an outside Deputy. The Chair asked if she had someone in mind. Ms. Rogers stated she doesn't have someone in mind but she would like to start advertising.

Mr. Tardiff asked Ms. Rogers what the Deputy Tax Collector/Town Clerk's responsibilities are. Ms. Rogers stated they would be responsible for tasks such as process all registrations, issue plates and decals, license dogs, process vital records, look up owner files, collect funds and print reports, submit payments, records keeping, other paperwork, filing, register voters, take voter

applications, work elections, issue permits, make copies, run mail meter, monitor petty cash, abatements, etc. She stated the person also needs to be able to multitask.

The Chair stated he would like to see Ms. Rogers and Mr. Mulholland get together and come up with some options for the Board on how they can fill the position economically and within the budget scope. He explained every department head has been charged with cutting the budget by five percent.

The Chair stated Mrs. Baird is a great resource but the ultimate person to go to is the department head. He stated Mr. Mulholland is the one who has drafted a lot of the policies. He stated Mr. Mulholland is the authority on the human resource policies. Ms. Rogers stated she has always gone to Mrs. Baird with other questions. The Chair stated Ms. Rogers put Mrs. Baird in a bad situation when she asked those types of questions.

The Board determined to go with the Chair's suggestion of having Ms. Rogers and Mr. Mulholland get together and discuss options. Mr. Mulholland clarified with the Board they want all the options available to them, the costs of the options and the pros and cons of the options by the next meeting August 10, 2015.

#### **Ratify appointment to the ZBA.**

Mr. Mulholland stated they have a couple of positions open on the ZBA. He stated they have to have five members available for the ZBA if they are going to have zoning ordinances.

Motion. Mr. Tardiff made a motion to appoint Mr. Gryval to the ZBA as a permanent member until otherwise determined. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

#### **TOWN ADMINISTRATOR'S REPORT.**

##### **Status report proposed new Community Center facility at the Whitten Street Park.**

Mr. Mulholland stated hopefully they will have the bid specs for the facility by the end of the week. He stated they have a pre-bid meeting at the site on Thursday, August 6, 2015. He stated they expect the bid to go into the newspaper on Thursday.

Mr. Mulholland stated the Fire Department did some training there last week. He stated all the utilities have been shut off. He stated it looks like they are going to get three phase power from Eversource. He stated they also approved the underground power which they don't normally do.

The Chair asked if they are going to need to retrain the people who are authorized to run the building as far as the generator and three phase is concerned. Mr. Mulholland stated there are directions and checklist for the generator.

### **Application for Raffle Permit**

Mr. Mulholland stated he has an application for a raffle permit which came in today from the Outdoorsmen RC. The Chair asked if anyone knew what the Outdoorsmen RC was. Ms. Walker stated it is a motorcycle club who are also hunters.

The Chair stated they are looking to hold a raffle at Olympus Pizza on August 1, 2015 from 11am to 9pm. He asked Chief Paquette if he had any input on this. Chief Paquette asked what the raffle is for. The Chair stated they don't have a lot of information for it. Mr. Mulholland stated they don't have paperwork to show they are a non-profit. He stated there is a State statute which requires them to be a charitable organization or meet other specified requirements in order to hold a raffle.

The Chair determined to approve the application as long as they get in all the necessary paperwork by Wednesday at noon.

Mr. Tardiff asked if they have a deadline on the application as to how far ahead they need the information before the event. Mr. Mulholland stated it is on all of the agendas and policies stating all information must be in the Wednesday before the Board of Selectmen meeting.

### **Letter from town lawyer**

Mr. Mulholland stated he received a letter from the town law firm regarding old files. He stated they would like to know what the Board wants them to do with the documents they have. He stated he told them to hold onto the documents for the specified period required in the statute. He stated they really don't need to do anything.

### **Non-Public Session II in accordance with the provisions of RSA 91-A:3,II(a).**

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91-A:3,II(a) at 7:26pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 7:56pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous non-public minutes because it may adversely affect a person other than a member of the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting to recess at 7:57pm.

The Chair called the meeting back from recess at 8:00pm.

**Non-Public Session III in accordance with the provisions of RSA 91-A:3,II(a).**

Motion. Mr. Tardiff made a motion to go into non-public under RSA 91-A:3,II(a) at 8:01pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 10:40pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public minutes because it may adversely affect a person other than a member of the Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

**Ratify Consent Calendar: July 27, 2015**

Mr. Mulholland stated there was one item in the calendar which was a Notice of Intent from Allenstown Aggregate to excavate.

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar for July 27, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

### **Review Minutes: July 20, 2015**

Motion. Mr. Tardiff made a motion to approve the non-public minutes of July 20, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Abstained. The Chair declared the Motion passed.

### **Approve Payroll and Accounts Payable Manifests: Payroll: 072215 o AP: 072215**

Motion. Mr. Tardiff made a motion to approve the Payroll Manifest for 072215 and the AP Manifest for 072215. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to adjourn. Mr. Tardiff seconded the Motion. There was no additional discussion.

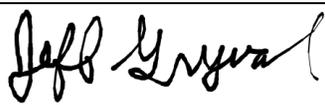
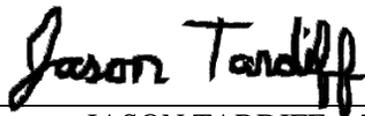
A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 10:42 pm.

TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

July 27, 2015

**Signature Page**

<b>Original Approval:</b>	
	08/04/2015
JEFFREY GRYVAL, Chair	DATE
	08/04/2015
JASON TARDIFF, Member	DATE
	08/05/2015
KATE WALKER, Member	DATE

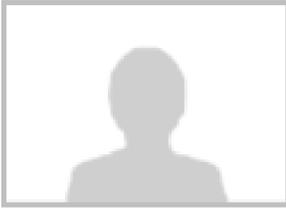
<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE



# Signature Certificate

 Document Reference: 8MJ6TUJIU4EN768RHWJ6DB

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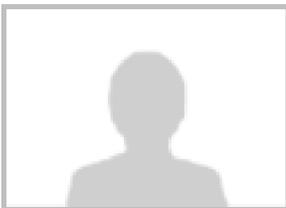


**Kate Walker**  
Party ID: ANI5GFJFG5MY83ARN8U4TW  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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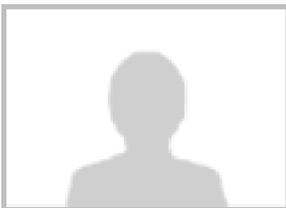


**Jason Tardiff**  
Party ID: 3A4KWLIIJNLD8W66D6ATW2P  
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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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**Jeffrey Gryval**  
Party ID: 7XAC8FIP65EBZZXVTW2VPB  
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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2015-08-05 06:57:42 -0700  
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2015-08-05 06:57:29 -0700  
2015-08-04 14:13:14 -0700  
2015-08-04 14:10:24 -0700  
2015-08-04 09:41:32 -0700  
2015-07-29 10:02:04 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.110  
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.115



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2015-07-29 08:24:40 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -  
64.222.96.214



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